

# Best / Worse Practices

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# Organization Focused

- Zero Accountability for Affiliation Paperwork
  - Create an Administrative Binder (now mandatory)
- NO Turnover for Program Administrator
  - Program Administrator Orientation
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# Course Focused

- No Control of Controlled Material
  - Double Lock Requirements for Controlled Material
  - Exams Numbered in Folders w/ Document Protectors
  - Card Count - On-going spreadsheet or database
- No PCRs Completed
  - Have Instructors Complete PCRs Prior to Card Issuance

# Course Focused

- Submit all PCRs at the End of the Year
  - Submit PCRs at the Conclusion of the Course
- Mass Distribution of Exams to Instructors
  - Instructors Should Pick Up Exams Prior to Course
- No Books for Students or Instructors
  - Create a Library System with Surplus of Books

# Instructor Focused

- NO Instructor Folders
  - 6-Part Folders
  - 2-Part Folders now mandatory
- Instructors not Being Monitored
  - Create Instructor Folder Screening Schedule.
  - Create Database to Track Instructor Information
- No Proof of Training/Teaching for Instructors
- Document all Instructor Activity in Instructor Folder through either MFRs or

# Equipment Focused

- Outdated or Missing Equipment
  - Equipment Inventory Before and After Every Course
  - Update Equipment as Necessary
  - Create Equipment List for Courses / Hand-receipts
  - Build Equipment Life Cycling Into Budget
- Disorganized Equipment Storage
  - Separate Equipment into Storage Bins / Label

# Equipment Focused

- Decontamination not Conducted or Documented
  - Prepare a Tracking Mechanism
  - Schedule Cleaning
  - Number Manikins and Equipment for Decon Tracking
  - Create SOP for Cleaning and Storage

# QUESTIONS

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